

Faculty of Science Service Award: Terms of Reference

The Award

The Faculty of Science is served well by its faculty and staff in its research and teaching missions. The Faculty of Science Service Award is given to recognize outstanding contributions by two individual staff members, one in the faculty category and one in the non-faculty category, for service to the department, Faculty, university and/or community.

Normally, only one award per year will be made in each of the faculty and non-faculty categories. However, in years in which the Awards Committee feels there is more than one exceptional nominee, up to three awards may be given in each of the faculty and non-faculty categories.

Each award consists of a plaque and a prize of \$2000, which will be a one-time addition to the winner's salary. If the award is given to more than one winner, each winner will receive an individual plaque and the \$2000 prize. If the award is given to a team, each team member will receive an individual plaque and an equal portion of the \$2000 prize.

General Criteria

Generally the nomination needs to be strongly supported by the Chair or Dean of the unit making the nomination, there needs to be a clear description of the service rendered, evidence that this service is effective and innovative, and letters of support from students, colleagues or the community, as appropriate.

Nomination Procedure

Departments can make one nomination per year. There are no fixed criteria for this award, since the types of service that may be recognized are so diverse.

There is no fixed style for the format of the nomination, but it must not be greater than 20 pages in length. Pages over this limit will be removed prior to adjudication.

Selection Procedures at Faculty Level

Awards will be made by the Faculty of Science Awards Selection Committee which consists of a faculty member from three of the seven departments in Science, non-faculty members from a different three of the seven departments in Science, and the Chair.

The academic staff appointments are to be made by the Dean or delegate and ratified by the Chairs' Committee of the Faculty of Science.

Members of the Committee will normally serve a two-year term.

The Chair of the Committee will be the Dean or delegate.

The Committee's functions every year will be: to receive nominations, seek other information, if any, they deem necessary and select the recipient of the award(s). The procedures to be followed for determining the recipient of the award(s) are to be established by the Committee itself.

Previous winners of the award are excluded from further competition.

Recommended to Faculty Council – Winter, 2015

Guidelines for Assessing Candidates

- (a) Service contribution is clearly described. Evidence of extraordinarily high commitment and/or effectiveness is included.
- (b) Service has a clear and demonstrable impact on the Department, Faculty and beyond. Tangible evidence of the impact to these units is included.